



PLANNING COMMISSION  
 PROJECT DEVELOPMENT APPLICATION  
*DEADLINE: 3<sup>RD</sup> MONDAY OF THE MONTH AT 4:00 PM*

ADDRESS/LOCATION			
	TAX MAP:	GROUP:	PARCEL:
SUMMARY OF NATURE OF REQUEST AND WORK			

REQUEST DATE FOR PRE-APPLICATION CONFERENCE		<i>Pre-application meetings are scheduled for Wednesdays between 8 and 10 am. Meeting must be requested by Monday of the same week.</i>
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SUBMITTAL REQUIREMENTS  
*25 copies of plan + PDF*  
*Fold all submittals larger than 8½"x11"*

SELECT REQUEST	PLAN SHALL INCLUDE
<input type="checkbox"/> Annexation <input type="checkbox"/> Annexation & Rezoning <input type="checkbox"/> Rezoning <input type="checkbox"/> Sketch Plat – <i>Must be submitted at least two weeks prior to Preliminary Plat submittal</i> <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> PUD Master Plan <input type="checkbox"/> PUD Final Plan <input type="checkbox"/> Multi-Family Site Plan <input type="checkbox"/> Other: _____	<u>Annexations/Rezoning:</u> <ul style="list-style-type: none"> <li>• Written Legal Description required</li> <li>• Requested zone</li> <li>• Compliance with Comprehensive Plan  <i>Additional public notice is required for comprehensive plan amendments. See meeting schedule for dates.</i></li> <li>• Annexation Permission Form</li> </ul> <u>Plats/PUDs:</u> <ul style="list-style-type: none"> <li>• Project Name (include Sections &amp; Phases)</li> <li>• Total Number of Lots</li> <li>• Total acreage</li> </ul>

Applications and all required submittals must be filed with the Department of Development Services prior to the established deadline. Both the applicant and property owner (if different from applicant) must sign the application. A representative for the project is required to be present at the meeting, at the request of the Commission.

